



BOARD OF STATE AND COMMUNITY CORRECTIONS

Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader or assistance attending an interview please call (916) 323-3055.

Position: (5883)

Associate Governmental
Program Analyst

Position #:

917-193-5393-800

Salary Range:

\$4,600 - \$5,758

Issue Date:

August 30, 2016

Contact:

Stefanie Reyes
(916) 322-8022
stefanie.reyes@bscc.ca.gov

Location:

Board of State and
Community Corrections
2590 Venture Oaks Way, Ste. 200
Sacramento, CA 95833

Final Filing Date:

September 13, 2016

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/SURPLUS candidates will be given priority.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

BOARD OF STATE AND
COMMUNITY CORRECTIONS
ATTN: Stefanie Reyes
2590 Venture Oaks Way, Suite 200
Sacramento, CA 95833

Please write "917-193-5393-800" on your application and indicate the basis of your eligibility in the job title section. Applications without this information may be rejected.

The Board of State and Community Corrections provides statewide leadership, coordination, and technical assistance to promote effective state and local efforts and partnerships in California's adult and juvenile criminal justice system, including providing technical assistance and coordination to local governments related to realignment.

Applications will be screened and only the most qualified will be interviewed. Application must include "to" and "from" employment dates (m/d/y), hours per week, and prior employer contact information including contact number. Applications received without this information may not be considered for this position.

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

Scope of Position:

Under the general supervision of the Administrative Services Manager, the incumbent is responsible for providing technical expertise, training, guidance, and assistance to support the Board of State and Community Corrections (BSCC) procurement, contracting and other related administrative and business services operations. The incumbent performs the most difficult and complex administrative tasks related to all aspects of procurement, contracting and business services for the BSCC.

The incumbent must possess a working knowledge of acquisition methods, regulations and procedures as prescribed by the State of California. The incumbent is responsible for: planning, organizing and directing the acquisition of all goods and services for the BSCC; preparing accurate procurement and contracting documents; providing training and technical assistance related to procurement and contracting functions; and developing and maintaining BSCC procurement and contracting guidelines and desk procedures. The incumbent will work as a member of the Administrative Operations Unit to assess current business operations for the purpose of streamlining processes and developing improvements to written policies and procedures.

Additionally, the incumbent must demonstrate a positive attitude and a commitment to completing job responsibilities that are accurate, timely, and exceed customer service expectations.

Duties and Responsibilities:

(Candidates must perform the following functions with or without reasonable accommodations.)

- **Acquisitions** – Work with BSCC division staff to prepare and process all aspects of procurement and contract documents for submittal to appropriate purchasing and contracting agencies. Research and utilize mandatory, statewide leveraged procurement agreements (LPA), Master Services Agreements, WSCA, NASPO, CMAS, etc. Develop, review, edit, and approve Scope of Work documents for all agency service contracts. Establish work plans and timelines for the completion of procurement tasks and projects. Provide research for potential vendors. Track and maintain agency procurement and contracting activity in compliance with statewide and agency policies and procedures.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Rev. 11/15



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- **Reporting** – Develop, track and prepare State mandated and management requested procurement, contracting, business services and administrative reports for submittal on behalf of the BSCC. Act as the agency Small Business/Disable Veteran Business Enterprise Advocate and track and report all SB/DVBE activities in accordance with State policy. Act as the back-up to the BSCC information technology (IT)/Non-IT Purchasing Authority Contact (PAC) and work collaboratively with procurement and contracting officers and various control agencies to analyze and maintain agency purchasing authority.
- **Training/Procedures/Policy** –Develop, edit and implement BSCC procurement and contracting policy, procedure and resource materials. Train BSCC employees on all appropriate procurement and contracting rules and regulations. Develop, implement and maintain the BSCC Procurement and Contracting Manual. Develop, implement and maintain the BSCC Contract Managers Handbook. Act as the FI\$Cal Super-User for procurement and contract activities and assist in the finalization of the agency's transition and conversion to the state-wide FI\$Cal Project, as needed.
- **Other** – Possess excellent communication skills, proficient computer skills, good interpersonal communication skills, ability to multi-task, work well under pressure, and work with minimum direction, individually and in a team setting.